

**SCOTT ARBORETUM SELECTIONS - FALL SALE**  
**Volunteer Job Description**

**Perennials Chair**

The Perennials Chair assists in selecting an appropriate number and species of perennials to be sold at the plant sale. The Chair will select a Vice-Chair and a committee to assist with grooming, labeling, display and selling perennials before and during the sale.

- Submit wish-list of perennial plants to Curator by 6/1/19. (Curator will do the actual ordering of the perennials).
- ~~After plants are selected, assist the Education Committee with:~~
  - ~~Photographing the selected plants;~~
  - ~~Writing and proofreading the cultural cards.~~
- Line up a committee of volunteers for:
  - Sale set-up (to work in shifts - grooming, labeling, and displaying the plants once they have been delivered);
    - One person should be specifically designated to water the plants during the pre-sale and the sale.
- During sale set-up and prior to any deliveries, designate places in alphabetical order for each species, according to the sizes and number ordered;
  - Use directional arrows as needed to direct shoppers;
  - Place metal stakes through table slots to hold the bench cards;
    - ~~Recheck information on the cards.~~
- Plant deliveries:
  - Help check-in perennials as they are delivered; (the Curator will lead the off-loading of plants from trucks and will also verify the exact numbers of plant delivered).
- Labeling/staging process:
  - Curator will provide inventory list to be followed when processing/labeling plants;
  - Verify quantities received;
    - Report discrepancies to Curator;
  - Remove unwanted nursery labels;

- Attach our computerized labels as per instructions (report any label shortage/errors to Curator);
  - Arrange plants according to the alphabetically designated areas;
  - Install bench cards;
  - Groom plants if necessary.
- During the sale:
    - Refer customers with questions to the Plant Experts;
    - Supervise grooming, tidying the rows and watering of plants.
- Inventories:
    - Take beginning and an ending inventory;
    - Submit data to Curator and IF Chair.
- End of sale:
    - Collect bench cards and stakes; return them to the Education Chair (in alphabetical order);
    - Help load carts trucks and return unsold plants to the Arboretum growing area.

**GENERAL EXPECTATIONS:**

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- ~~● Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.~~
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).